



DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer

Job Opportunity

Seasonal Clerk- Sacramento
Temporary – 9 Months

The Department of Real Estate has two openings in its Sacramento Fiscal Section for Seasonal employees. The Department is located at 2201 Broadway in Sacramento. This is a temporary appointment.

Duties of the position(s) may include:

- Collect mail from Post Office in pull cart. Sort and count mail into PO Box batches. Open mail by using slicing machine, audit and hand date stamp all items.
- Assists in balancing the “money ran” batches. Run calculator tape of all checks processed for deposit.
- Sorts and deliver 5 – 25 pound baskets of processed documents to various licensing sections.
- Process refund request claim schedules.
- Filing refund remittance advices.
- Opening, reviewing and preparing money mail to be ran.

Necessary Qualifications:

- Ability to shift priorities in order to meet deadlines.
- Service oriented with good interpersonal skills (able to work well with staff at all levels).
- Dependable, reliable, and good attendance.
- Ability to follow specific oral and written instructions and procedures.

Desirable Qualifications:

- Ability to do basic math
- Experience with ten-key and with personal computer

Salary Range: \$1325 – 1514

Who may apply: Priority consideration will be given to CALWORKS/TANF PARTICIPANTS. Applicants must file a State Application, Std. 678 and attach a verification of CALWORKS eligibility, which may include the most recent Notice of Action showing TANF eligibility or a copy of their last aid check stub. Applicants are responsible for providing verification.

Submit applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802 or CALNET 8-498-0802

For information on the position contact:

Diane Westphal, Staff Services Manager II
Sacramento Fiscal Office
(916) 227-0845 or CALNET 8-498-0845

California Relay Service: 1(800) 735-2922 (Voice)
or 1 (800) 735-2929 (TDD)

FINAL FILING DATE: October 13, 2004

Applications may be obtained at the State Personnel Board's website at <http://www.spb.ca.gov>.

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.